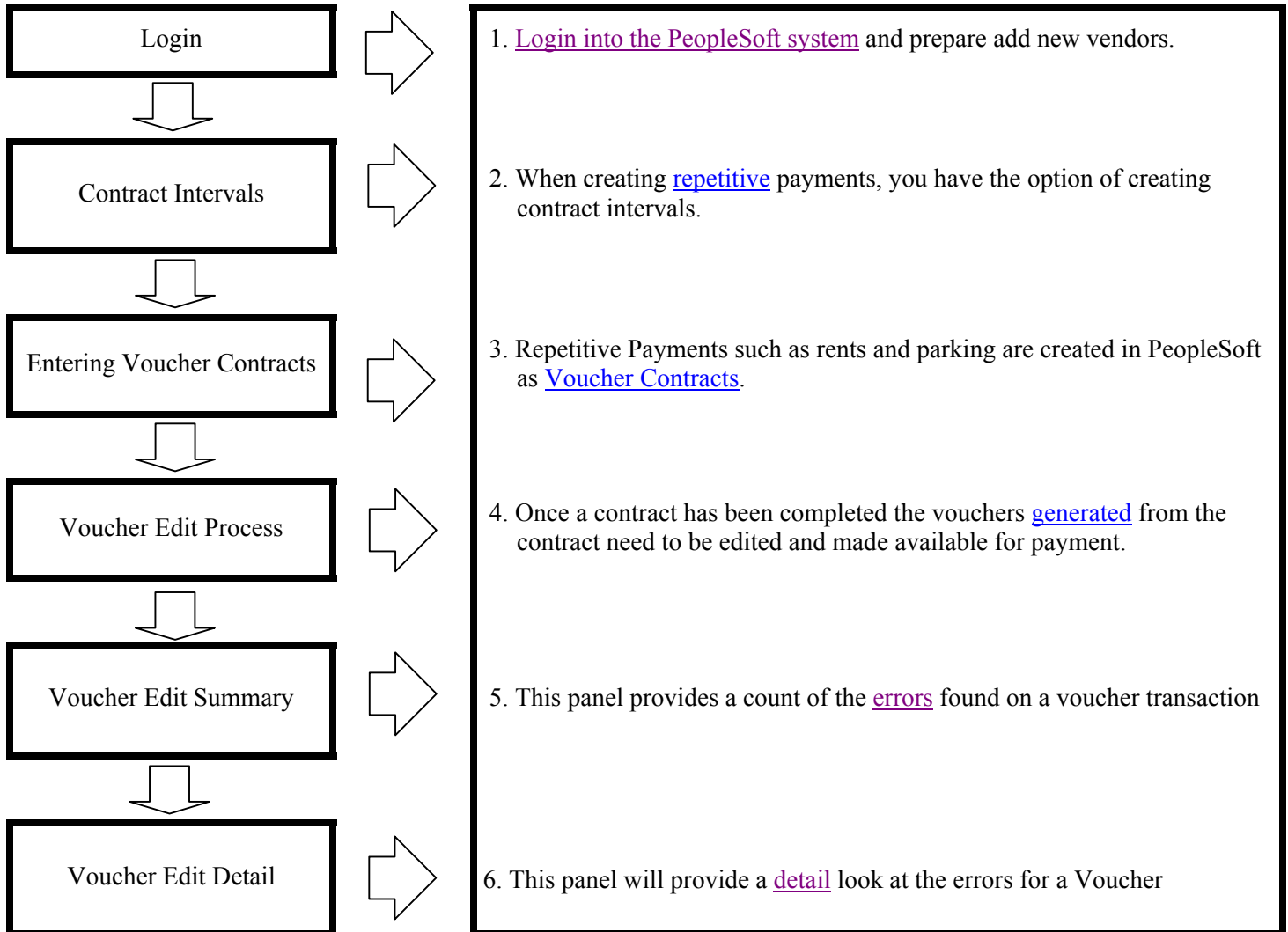


Entering Voucher Contracts

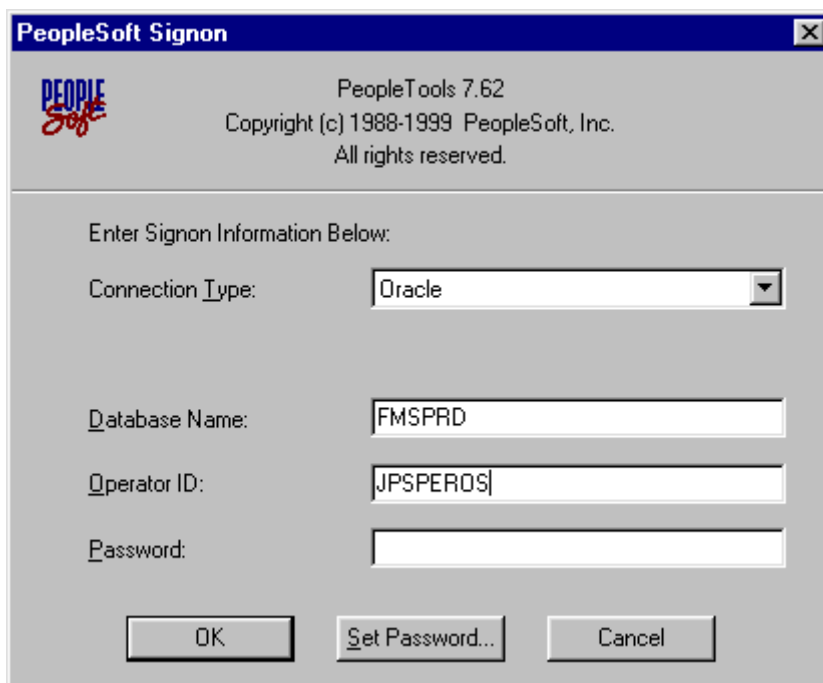
This section will show you accounts payable users how to create and process Recurring Voucher Contracts. This section will also cover the Voucher Edit process along with Voucher Edit reports.



Entering Voucher Contracts

Step 1: Login

- Launch the PeopleSoft Signon from the Novel Application launcher.
 - Connection type “Oracle” (Defaulted)
 - Database Name “FMSPRD” (Defaulted)
 - Enter your login name. (UPPERCASE only)
- Password is left blank.
- Click “OK”



The image shows a screenshot of the 'PeopleSoft Signon' dialog box. The title bar is blue with the text 'PeopleSoft Signon' and a close button. The main area has a grey background. At the top left is the 'PEOPLE Soft' logo. To the right of the logo, it says 'PeopleTools 7.62' and 'Copyright (c) 1988-1999 PeopleSoft, Inc. All rights reserved.' Below this, the text 'Enter Signon Information Below:' is displayed. There are four input fields: 'Connection Type' with a dropdown menu showing 'Oracle', 'Database Name' with the text 'FMSPRD', 'Operator ID' with the text 'JPSPEROS', and 'Password' which is empty. At the bottom, there are three buttons: 'OK', 'Set Password...', and 'Cancel'.

Entering Voucher Contracts

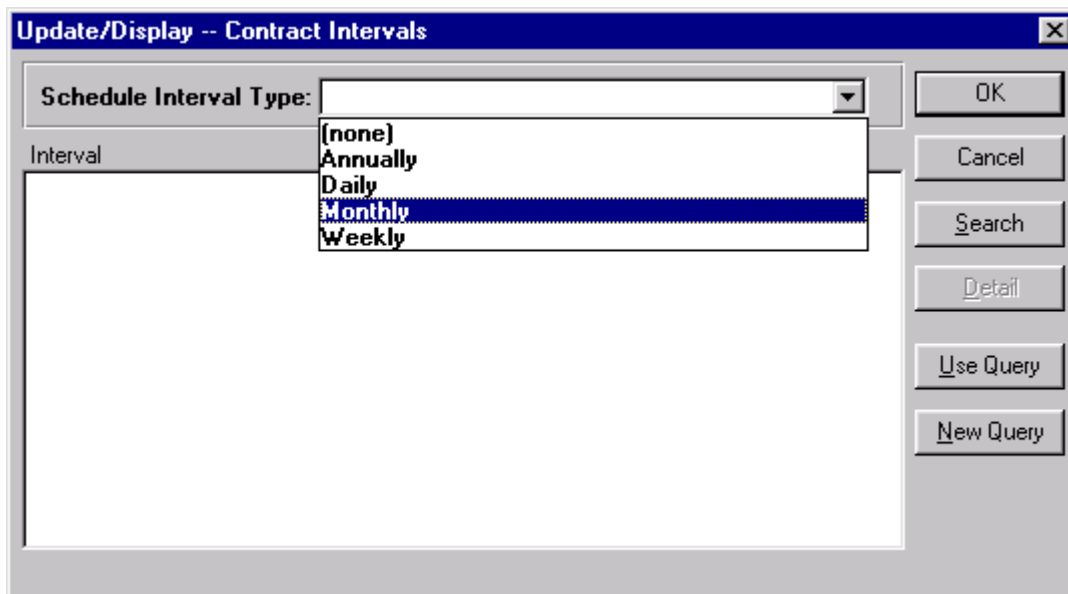
Step 2: Contract Intervals

When creating repetitive payments, you have the option of creating contract intervals. A contract interval is used to indicate how often a repetitive payment is to be created (e.g. monthly) and the day of the interval (e.g. 1st of each month, 15th of each month, etc.).

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Administer Contracts
- ⇒ Use
- ⇒ Contract Intervals
- ⇒ Update/Display

An initial dialog box will appear requesting you to choose the interval you wish to define. (Note: If an interval has not already been defined you can select the Add option)

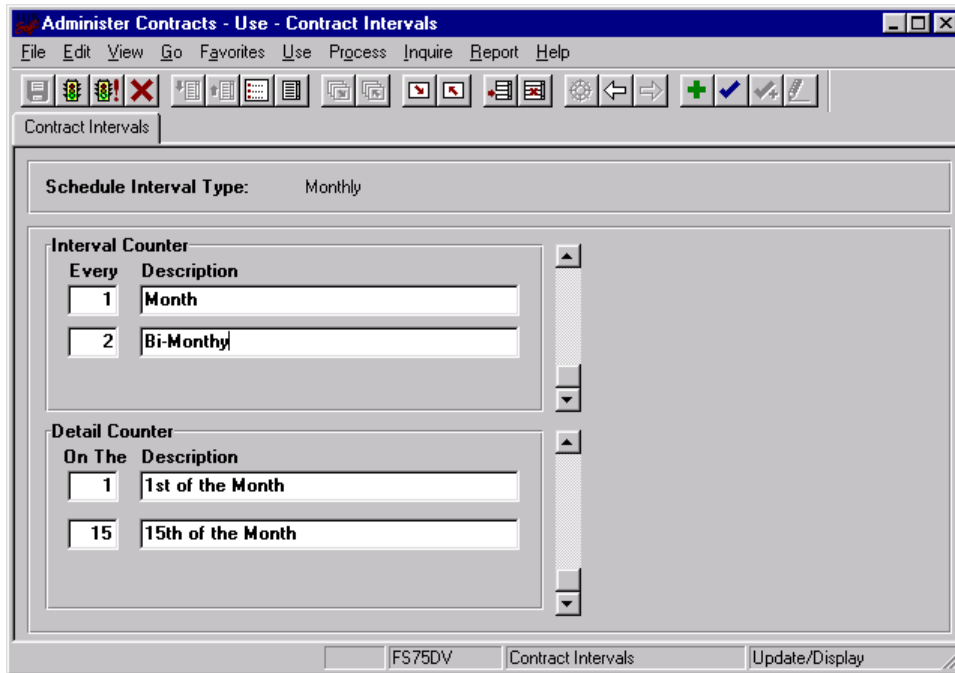
The Contract Intervals dialog box displays.



Select **Monthly** from the List and Click **OK**.

Entering Voucher Contracts

The Contract Intervals Panel appears as follows;



Administer Contracts - Use - Contract Intervals

File Edit View Go Favorites Use Process Inquire Report Help

Contract Intervals

Schedule Interval Type: Monthly

Interval Counter

Every	Description
1	Month
2	Bi-Monthly

Detail Counter

On The	Description
1	1st of the Month
15	15th of the Month

FS75DV Contract Intervals Update/Display

In the above example the contract intervals have been defined for a Monthly type schedule. Using the above example we could create the following payment intervals:

- 1) Create a payment on the first of the month on a monthly basis.
- 2) Create a payment on the 15th of the month on a monthly basis.
- 3) Create a payment on the first of the month on a bi-monthly basis.
- 4) Create a payment on the 15th of the month on a bi-monthly basis.

Entering Voucher Contracts

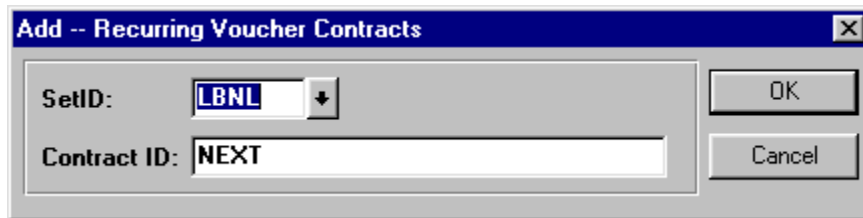
Step 3: Entering Voucher Contracts

Repetitive Payments such as rents and parking are created in PeopleSoft as Voucher Contracts. The navigation to enter a Voucher Contract is:

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Administer Contracts
- ⇒ Use
- ⇒ Recurring Voucher Contracts
- ⇒ Enter Contract Voucher
- ⇒ Add

An initial dialog box will appear with a default Setid and Contract ID of NEXT as shown below.

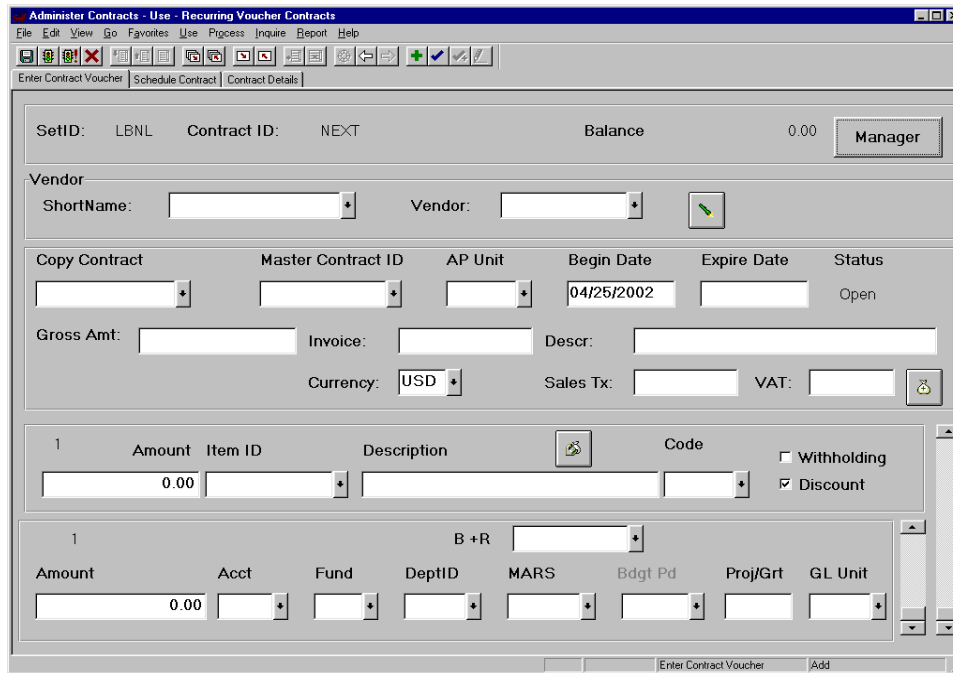
The Recurring Voucher Contracts dialog box displays.



Make sure your dialog box appears as above and Click **OK**.

Entering Voucher Contracts

The Voucher Contract Panel should appear as follows;



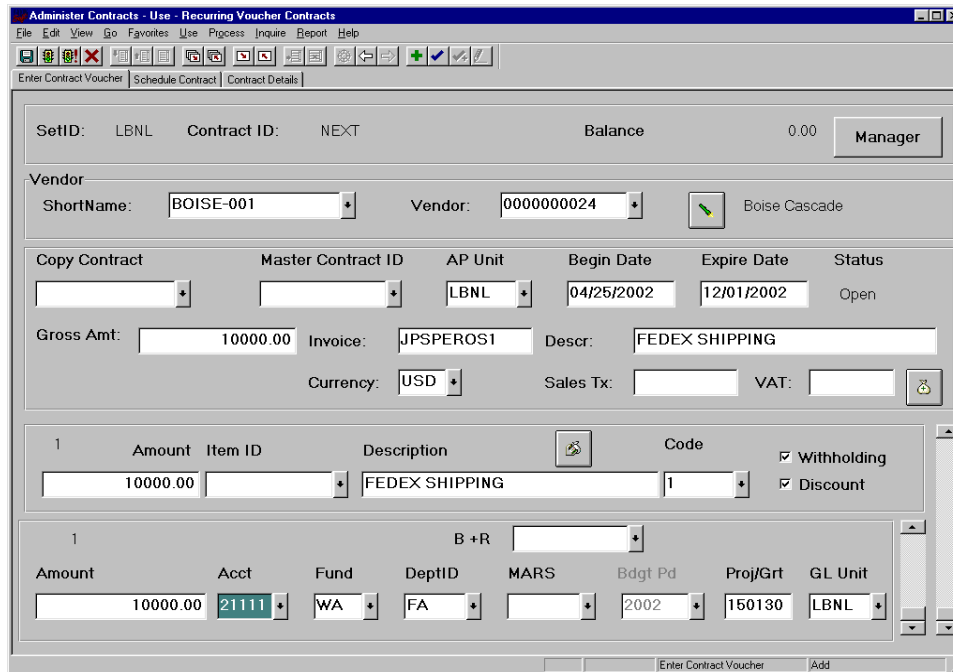
Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Name	Vendor Name	BOISE-001
AP Unit	Accounts Payable Business Unit	LBNL
Begin Date	Contract Start Date	07/01/02
Expire Date	Contract Expiration Date	12/01/02
Gross Amt.	Gross Amount on Invoice	10000
Description	Description of Voucher	FEDEX SHIPPING
Invoice	Invoice Number	JPSPEROS1
Line Description	Description on Line	FEDEX SHIPPING
Code	1099 Withholding Code	1
Proj/Grt	Project ID	150130
Account	Account Number	211119

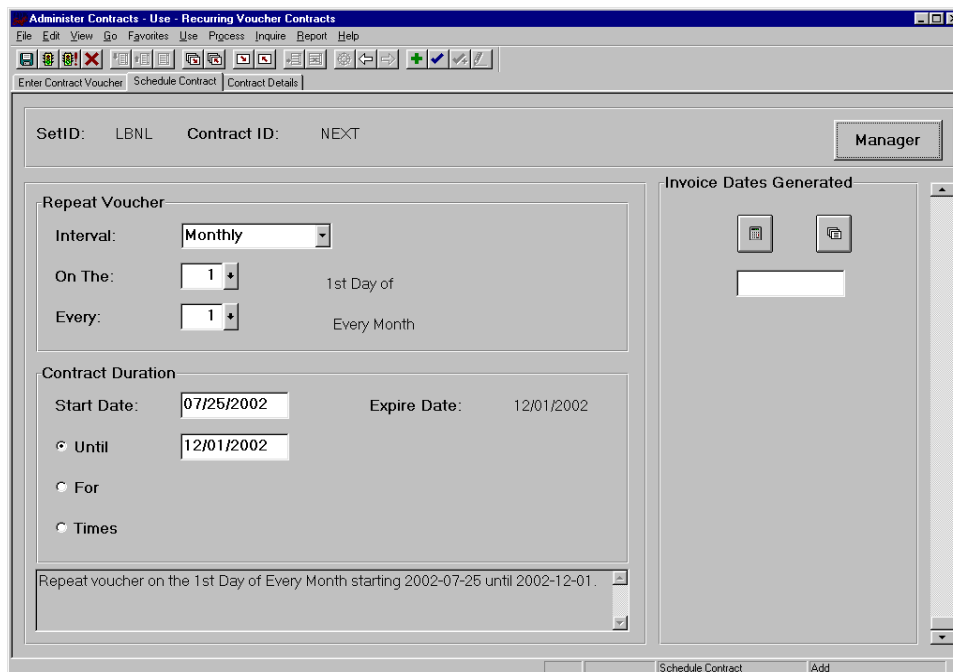
Note: On the Enter Contract Panel you see two scroll bars. The outer most scroll bar controls the voucher line information. Each voucher line would correspond to a line on a Voucher created from this contract. The inner most scroll bar contains the distribution information for voucher line being displayed. Each Voucher Line will have its own unique set of distribution lines. Additional voucher lines and/or distribution lines are entered using F7 or the insert icon in the toolbar.

Entering Voucher Contracts

The panel should look similar to this example.



The Schedule Contracts Panel appear as follows;



This panel is used to tell the system how many vouchers are to be created from this contract. The default interval will be Monthly on the 1st of every month using a monthly cycle.


Entering Voucher Contracts


The contract duration can be specified in terms of the starting and ending dates using the **Start Date** and **Until**, **For** or **Times** radio buttons.

Until indicates create vouchers for all time interval periods until a specific date.

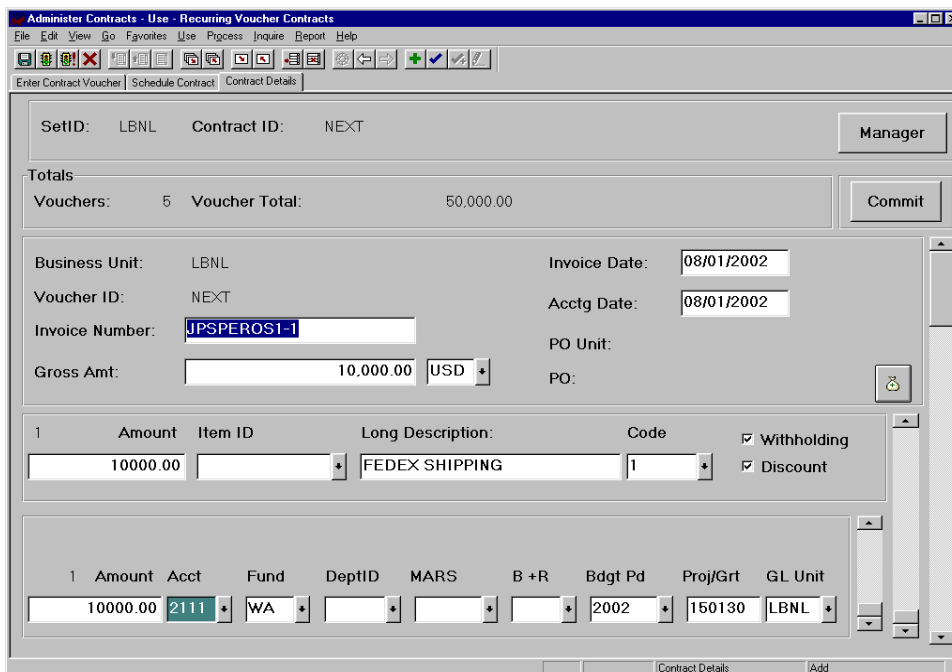
For indicates create vouchers for a defined number of intervals. (i.e. for 4 months)

Times indicates create the number of vouchers specified.


Once your duration section is completed, generate and review the Invoice Dates by selecting the **Calculate Dates**  pushbutton.

Review the dates and if appropriate generate the Vouchers by selecting the **Explode Voucher**  pushbutton.

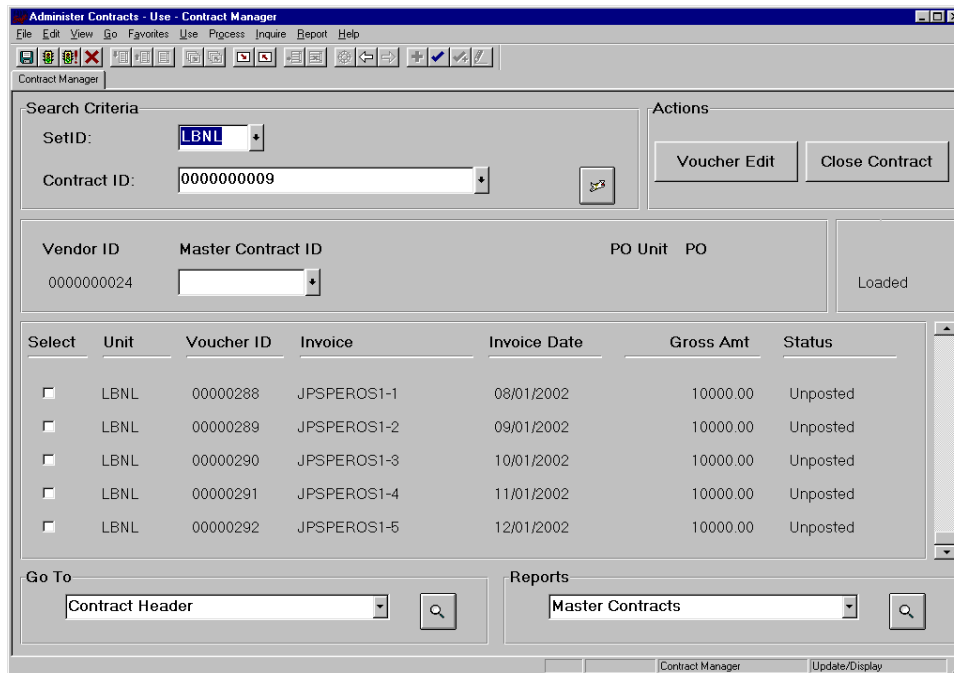
The Contracts Details Panel appears as follows;



The explode vouchers process takes the data entered and creates all the vouchers based on the contract interval selected. This panel gives you one final chance to review and change the Voucher criteria. (Note: A number will be added to the Invoice Number to keep the number unique.)


Once the review of the information is completed select the commit pushbutton  to ready the vouchers for the next step, **Voucher Batch Edit**. When you select the commit pushbutton you will be transferred to the **Contract Manager** panel group.

Entering Voucher Contracts



Select	Unit	Voucher ID	Invoice	Invoice Date	Gross Amt	Status
<input type="checkbox"/>	LBNL	00000288	JSPEROS1-1	08/01/2002	10000.00	Unposted
<input type="checkbox"/>	LBNL	00000289	JSPEROS1-2	09/01/2002	10000.00	Unposted
<input type="checkbox"/>	LBNL	00000290	JSPEROS1-3	10/01/2002	10000.00	Unposted
<input type="checkbox"/>	LBNL	00000291	JSPEROS1-4	11/01/2002	10000.00	Unposted
<input type="checkbox"/>	LBNL	00000292	JSPEROS1-5	12/01/2002	10000.00	Unposted

The Contract Manager panel is a staging area to enable you to proceed to the next steps in creating the vouchers for the contract or allow you to close the contract altogether.

The Voucher Edit pushbutton  will prompt you for a run control id. The first time you perform this process under your Operator Id you will need to create a run control id under the Voucher Batch Edit process menu item.

Record your Contract ID and Cancel out of this Panel.

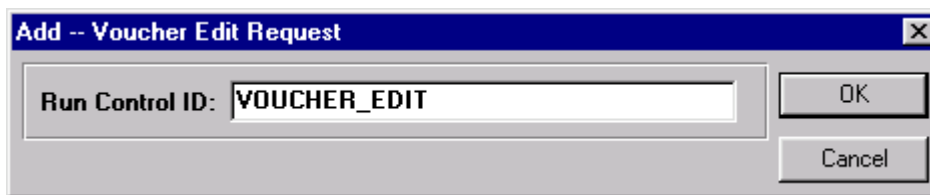
Entering Voucher Contracts

Step 4: Running The Voucher Edit Process

Once a contract has been completed the vouchers generated from the contract need to be edited and made available for payment.

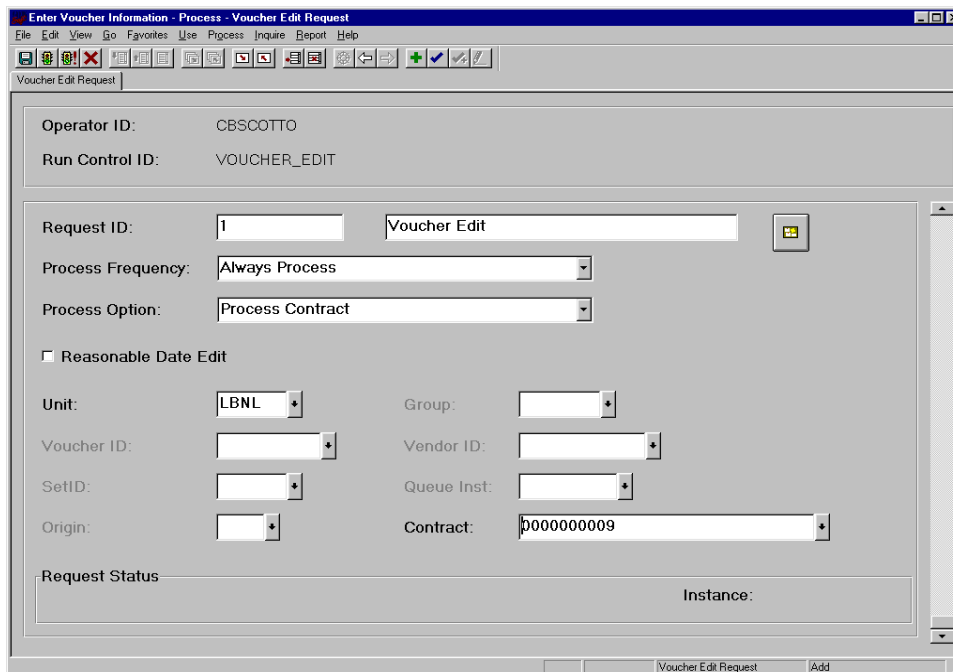
- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Enter Voucher Information
- ⇒ Process
- ⇒ Voucher Edit Request
- ⇒ Add

An initial dialog box will appear requesting a Run Control Id.



A dialog box titled "Add -- Voucher Edit Request" with a close button (X) in the top right corner. It contains a text field labeled "Run Control ID:" with the value "VOUCHER_EDIT" entered. Below the text field are two buttons: "OK" and "Cancel".

Create a run control id **VOUCHER_EDIT** and click **OK**.




A screenshot of the "Enter Voucher Information - Process - Voucher Edit Request" window. The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar. The "Voucher Edit Request" tab is selected. The window displays the following fields and values:

- Operator ID: CBSCOTTO
- Run Control ID: VOUCHER_EDIT
- Request ID: 1
- Voucher Edit: (empty field)
- Process Frequency: Always Process
- Process Option: Process Contract
- ☐ Reasonable Date Edit
- Unit: LBNL
- Group: (empty field)
- Voucher ID: (empty field)
- Vendor ID: (empty field)
- SetID: (empty field)
- Queue Inst: (empty field)
- Origin: (empty field)
- Contract: 0000000009
- Request Status: (empty field)
- Instance: (empty field)

At the bottom of the window, there are two buttons: "Voucher Edit Request" and "Add".

Complete the Voucher Edit Request Panel as above. Replace the **Contract** value with the one you recorded.

Entering Voucher Contracts

To run the Voucher Batch Edit Process you would click on the Run pushbutton . This will bring up a secondary panel. Complete the panel as shown and click on the **OK** pushbutton.

Process Scheduler Request

Operator ID: CBSCOTTO Run Control ID: VOUCHER_EDIT

Run Location: ☒ Client ☐ Server
 Server:

Output Destination: ☒ File ☐ Printer ☐ Window
 File/Printer: C:\TEMP\

Run Date/Time: Date: 04/25/2002 Time: 09:11:00 AM

Run Recurrence:
 Name:

Description	Name	Process Type Descr
Load EC Vouchers	VCHREC	Application Engine
PS/AP Voucher Edits	APPBVCHR	COBOL SQL
+ Run Vchr Edt - vchrec/appbvchr	VCHREDIT	PSJob

If during the Voucher Edit process, a voucher transaction fails during editing (ex. Invalid Chartfield Combination, Duplicate Invoices), the voucher will be placed in a recycle status and will need to be corrected. The next step after the process completes is to check and correct errors using PeopleSoft delivered panels. Let's review these panels.

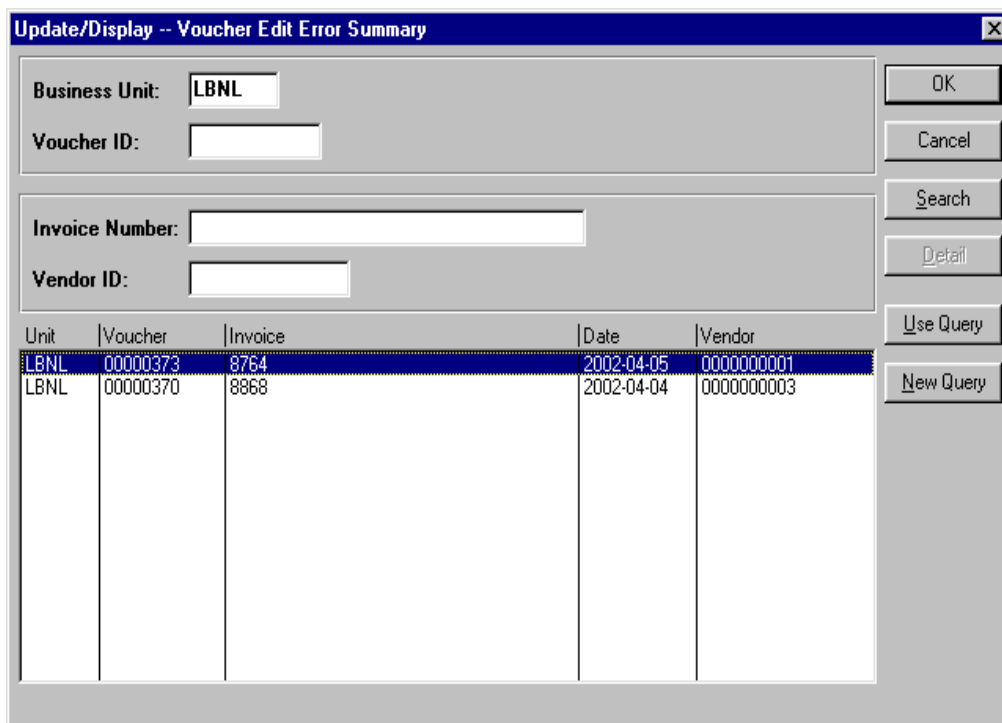
Entering Voucher Contracts

Step 5: Voucher Edit Error Summary

This panel provides a count of the errors found on a voucher transaction by Voucher, Voucher Line, Distribution Line and Payment information.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Enter Voucher Information
- ⇒ Inquire
- ⇒ Voucher Edit Error Summary

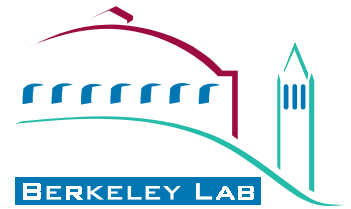
The Voucher Edit Error Summary dialog box displays.



Unit	Voucher	Invoice	Date	Vendor
LBNL	00000373	8764	2002-04-05	0000000001
LBNL	00000370	8868	2002-04-04	0000000003

Enter the Business Unit for the Voucher and optionally the Vendor Id to narrow the search and click on the **Search** pushbutton. Select the voucher and click **OK**.

Entering Voucher Contracts



Enter Voucher Information - Inquire - Voucher Edit Error Summary

File Edit View Go Favorites Use Process Inquire Report Help

Voucher Error Summary

Unit:	LBNL	Voucher:	00000373
Invoice Date:	04/05/2002	Invoice:	8764
Vendor:	0000000001	BLUE WATER CONSULTING, INC.	

Voucher Errors	
Edit Type:	Prompt Table Edit
Error Count:	1

Voucher Line Errors	
Edit Type:	Prompt Table Edit
Error Count:	2

Distribution Line Errors	
Edit Type:	Prompt Table Edit
Error Count:	1

Scheduled Payment Errors	
Edit Type:	
Error Count:	

Voucher Error Summary Update/Display

This column displays where editing failed

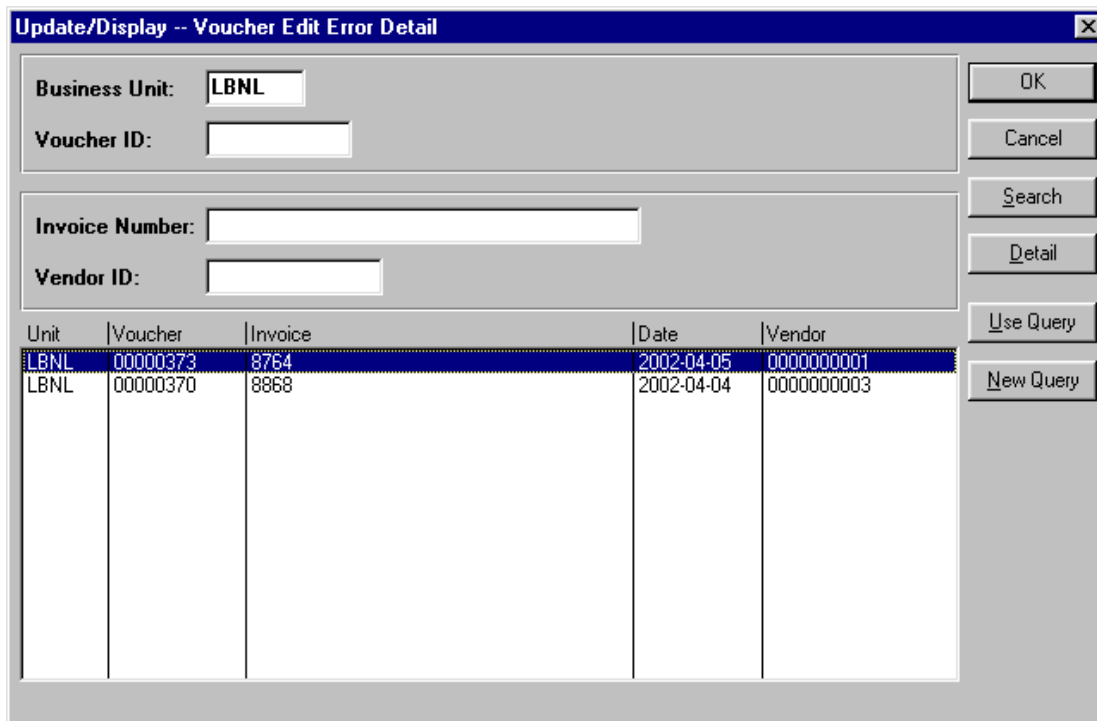
Entering Voucher Contracts

Step 6: Voucher Edit Error Detail

This panel will provide a detail look at the errors for a Voucher including an explanation of the problem.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Enter Voucher Information
- ⇒ Inquire
- ⇒ Voucher Edit Error Detail
- ⇒ Header Errors

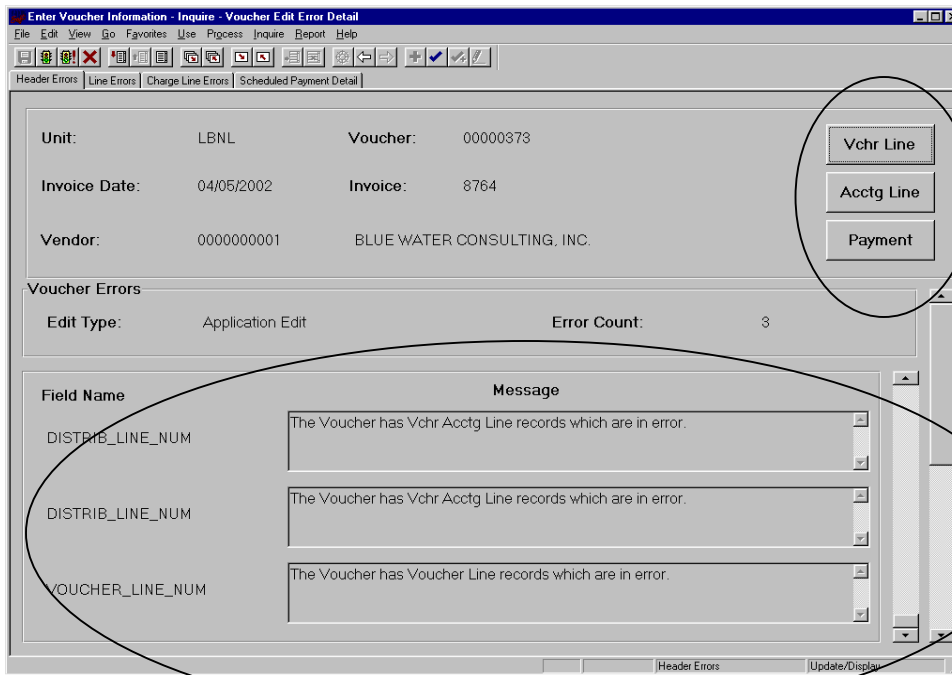
The Voucher Edit Error Detail dialog box displays.



Unit	Voucher	Invoice	Date	Vendor
LBNL	00000373	8764	2002-04-05	0000000001
LBNL	00000370	8868	2002-04-04	0000000003

Enter the Business Unit for the Voucher and optionally the Vendor Id to narrow the search and click on the **Search** pushbutton. Select the voucher and click **OK**.

Entering Voucher Contracts



Enter Voucher Information - Inquire - Voucher Edit Error Detail

Unit: LBNL Voucher: 00000373
 Invoice Date: 04/05/2002 Invoice: 8764
 Vendor: 0000000001 BLUE WATER CONSULTING, INC.

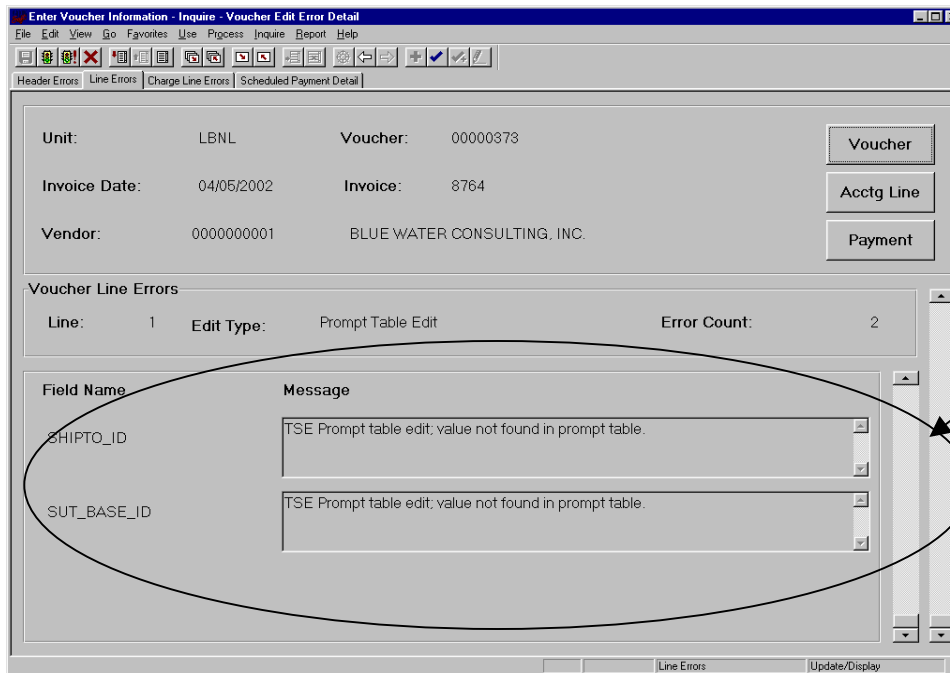
Voucher Errors
 Edit Type: Application Edit Error Count: 3

Field Name	Message
DISTRIB_LINE_NUM	The Voucher has Vchr Acctg Line records which are in error.
DISTRIB_LINE_NUM	The Voucher has Vchr Acctg Line records which are in error.
VOUCHER_LINE_NUM	The Voucher has Voucher Line records which are in error.

Buttons: Vchr Line, Acctg Line, Payment

These pushbuttons are used to navigate between the different tabs in this panel group.

This section describes the field in error and a description of the problem identified.



Enter Voucher Information - Inquire - Voucher Edit Error Detail

Unit: LBNL Voucher: 00000373
 Invoice Date: 04/05/2002 Invoice: 8764
 Vendor: 0000000001 BLUE WATER CONSULTING, INC.

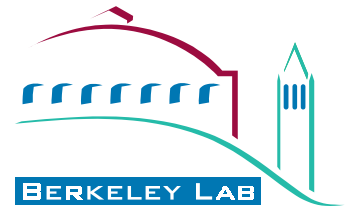
Voucher Line Errors
 Line: 1 Edit Type: Prompt Table Edit Error Count: 2

Field Name	Message
SHIPTO_ID	TSE Prompt table edit, value not found in prompt table.
SUT_BASE_ID	TSE Prompt table edit, value not found in prompt table.

Buttons: Voucher, Acctg Line, Payment

Voucher Line errors will appear in this area.

Entering Voucher Contracts



Enter Voucher Information - Inquire - Voucher Edit Error Detail

File Edit View Go Favorites Use Process Inquire Report Help

Header Errors | Line Errors | Charge Line Errors | Scheduled Payment Detail

Unit: LBNL Voucher: 00000373
Invoice Date: 04/05/2002 Invoice: 8764
Vendor: 0000000001 BLUE WATER CONSULTING, INC.

Voucher
Vchr Line
Payment

Voucher Line Errors

Line: 1 123456789012345678901234567890 Amount: 75.00

Distribution Line Errors

Line: 1 Edit Type: Applicatn Error Count: 1

Field Name	Message
DEPTID	ChartField error for value BL fieldname DEPTID. (prompt table LBNL_ORG_VW).

Charge Line Errors Update/Display

On the Charge Line Errors panel, you can view detail for any voucher accounting line

Enter Voucher Information - Inquire - Voucher Edit Error Detail

File Edit View Go Favorites Use Process Inquire Report Help

Header Errors | Line Errors | Charge Line Errors | Scheduled Payment Detail

Unit: LBNL Voucher: 00000373
Invoice Date: 04/05/2002 Invoice: 8764
Vendor: 0000000001 BLUE WATER CONSULTING, INC.

Voucher
Vchr Line
Acctg Line

Scheduled Payment Errors

Payments: Edit Type: Error Count:

Field Name	Message
	==>MESSAGE NOT FOUND==> (0,0)

Scheduled Payment Detail Update/Display

The Scheduled Payment Detail panel provides a scroll indicating the error count for each Edit Type. The Field Name that reflects the error displays along with a message explaining the error.